



**UNITED STATES MARINE CORPS**

MARINE FORCES RESERVE  
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NEW ORLEANS, LA 70146-5400

IN REPLY REFER TO:

7000

FRO

10 Oct 2012

FORCE POLICY LETTER 11-12

From: Commander

To: Distribution List

Subj: EXECUTION OF YELLOW RIBBON FUNDS IN SUPPORT OF YELLOW RIBBON TRAINING EVENTS

Ref: (a) DoDI 1342.28, "DoD Yellow Ribbon Reintegration Program (YRRP)," March 30, 2011  
(b) ForO 7300.1B  
(c) Joint Federal Travel Regulations (JFTR)  
(d) CMC Green Letter No. 03-09  
(e) MCO 1754.9A

1. Purpose. To provide guidance for the execution of the Yellow Ribbon Program (YRP).

2. Information. Effective execution of the Yellow Ribbon program is the direct responsibility of Unit Commanders with the assistance of Unit, Personal, Family Readiness Command Teams and Inspector-Instructors. It is my intent that Commanders ensure they fully execute the YRP where they have qualifying Selected Marine Corps Reserve (SMCR) members and Individual Augments (IAs) in accordance with reference (a) and execute at minimum a pre, mid, and post-deployment (30/60/90 day) training event(s).

a. Effective immediately:

(1) Commanders will ensure compliance with all requirements and regulations set forth in the references.

(2) Commanders are directed to ensure the Family Readiness Officers (FRO), S-1, S-3, and S-4 are educated on the provisions and requirements of references (a) through (e).

(3) Commanders will ensure that all Yellow Ribbon funding requests are routed in a single package to include requests for orders, venue, meals, billeting, supplies and child care through the appropriate chain of command no later than 45 days prior to the execution of the training to the MARFORRES FRO. Each unit FRO will work with their S-4 to initiate individual package.

(4) Commanders will ensure all Yellow Ribbon training events will be placed and updated by the FRO on the MARFORRES\_HQTRS\_FRO Outlook Calendar. For access to the MARFORRES FRO Outlook calendar please contact [MARFORRES\\_HQTRS\\_FRO@USMC.MIL](mailto:MARFORRES_HQTRS_FRO@USMC.MIL). FROs will comply with reporting requirements per references (a) and (b), and will report event attendance via the appropriate Major Subordinate Command (MSC) FRO within 14 days of event completion.

b. Funds may be authorized for the following items in support of Yellow Ribbon Training Events:

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(1) Orders: Travel, pay and allowances for all orders in support of attendance at Yellow Ribbon training events for all qualifying SMCR, Individual Ready Reserve (IRR) and IA Marines. Invitational Travel Orders will be approved at the Command level and funded in accordance with reference (c).

(2) Venue: In order to provide the most local resources and community support to the Marine and family, the training should occur within 50 miles of the majority of attendees when possible and selected based on the criteria contained in reference (d). Minimum items to consider when selecting venues should be, but are not limited to, parking accommodations, audio/video capabilities, breakout space as dictated by the agenda, adequate space for resource providers, and the space to offer counseling on-site. All non-government venues will automatically be subject to a formal conference request in accordance with reference (b).

(3) Meals: Working lunches will only be authorized on non-travel days where an agenda provides a full training schedule and the meal is integral to the training.

(4) Billeting: Billeting is authorized for all individuals outside the 50 mile radius of the location of the event per reference (c). It must be within government per diem rates for the training location and will be paid via MARFORRES MCCS directly to the venue. A Letter of Intent should be utilized to secure billeting. Contracts are not authorized to be signed by any member of the Unit. Individual billing to the Marines and family is not authorized.

(5) Supplies: As warranted, basic supplies (i.e. paper, pens, markers, and folders) may be authorized in accordance with reference (e) and will be paid for with the local Unit Government Commercial Purchase Card under the YRP line of accounting.

(6) Childcare: On-site childcare cost cannot exceed the average hourly rate within the local commuting area, must adhere to venue policy, and must meet minimum state licensing requirements.

c. FROs will properly coordinate with the venue and catering services to ensure that the Unit is not billed for services or taxes that are not authorized or required.

d. FROs will ensure that vendors understand that they must be able to directly accept credit cards without using a third party payment services, such as PayPal, and will comply with MARFORRES' tax exempt status.

e. Commanders will ensure that all debts due to the execution of a Yellow Ribbon training event will be settled with vendors within 14 days of the event. Future training funding will not be authorized until previous event debts are settled. If there is an instance of delinquency by the unit, Commanders and FRO will be held accountable. As for any other responsible party, they may be subject to disciplinary action.

3. All Yellow Ribbon training is subject to MSC review and endorsement prior to MARFORRES review. MSC FROs are responsible for ensuring that this Policy

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Letter is adhered to and provide guidance as required to subordinate Units. Final approval authority for all Yellow Ribbon training packages is with the Commander, MARFORRES and subject to the timelines established in reference (b).

4. Commanders at all levels within MARFORRES will ensure strict compliance with the requirement laid forth in the references.



S. A. HUMMER

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